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Automated Inventory Process – PDCD Manager

When conducting inventories using the automated inventory process, the inventory will be downloaded to the PDCD via the PDCD Manager. The purpose of the PDCD Manager is to manage the Portable Data Collection Devices (PDCDs) used with the DPAS. Whenever a site is using PDCDs, the use of this process is mandatory. The PDCD Manager is used to initially download the program to the PDCD and is subsequently used to export the inventory to be conducted to the PDCD in order to conduct the inventory. Whether a site is operating in batch mode or wireless mode, the PDCD Manager is used to import the completed inventory to the DPAS server for processing and subsequent generation of the Inventory Reconciliation Report.

The PDCD Manager will support the following PDCDs:

- ☐ Intermec Trakker Antares 241X
- ☐ Symbol PDT 72XX
- ☐ Intermec Janus 20XX

For those sites that are operating in wireless mode, the PDCD Manager must be active during the inventory process. The PDCDs will communicate with the PDCD Manager, which in turn will communicate with the DPAS data servers. If your site has continuous inventories being conducted with multiple PDCDs, you may wish to consider hosting the PDCD Manager on a PC that has little use or on a separate PC so as to not have the wireless updates conflict with other activities that the user of the PC is performing.

Pre-Processing Requirements

- ☐ Xparam File for the database "EXCESS" must be established
- ☐ ODBC Data Source for the database "EXCESS" must be established
- ☐ If running from within DPAS, access must be granted to the PDCD Manager Process
- ☐ PDCD batteries must be charged and the docking station connected to the PC
- ☐ Intermec 915 MHz Passive Tags and Intermec 1555 Sabre Reader for RFID applications
- ☐ Wireless LAN that matches PDCDs radio (For wireless mode)

The PDCD Manager window can be opened directly from the Start-Programs - folder where DPAS has been installed, by desktop shortcut that is linked to "dp9p7101.exe", by selecting Hand Receipt>Inventory Actions>PDCD Manager, or by selecting the toolbar button from within the Hand Receipt>Inventory Actions>Generate Inventories or Manage Inventories windows.

The first time the PDCD Manager window is opened, you will be prompted to select the PDCD Type, and PC Comm Port the docking station is connected. It will also attempt to connect to the "EXCESS" database to ensure the Xparam and ODBC Data Source has been correctly established. If they are non-existent or incorrect, the PDCD Manager will close. A picture representative of the PDCD type selected will be displayed in the upper right window. The settings will be retained and will be used as the setting when the PDCD is subsequently opened. The settings may be changed at any time by processes within the Commands menu. It is imperative for processing that the correct PDCD is selected at the time the export and import processes are being performed.

Generating Inventories

1. **Introduction:** DPAS offers the user many tools to conduct and manage inventories. This Chapter explains all of these options and the DPAS data elements related to inventory and how the system uses these data elements in conducting, managing and reconciling of inventories. All of the inventory actions available within DPAS are grouped within the Inventory Actions sub-menu of the Hand Receipt Module. The following definitions and explanations will familiarize you with some terminology and functions.
 - a. **Inventory:** An inventory is a physical count of property on hand. Normally, and if required by service/agency and/or local policy, components are inventoried when the end item (asset) is inventoried.
 - b. **Inventory Purpose:** The purpose of a physical inventory is to determine the condition and quantity of items by physical inspection and count.
 - c. **Types of Inventories:** There are seven (7) types of inventories available and managed when using DPAS. They include:
 - 1) **Hand Receipt Holder (HRH).** This type of inventory will be used to inventory all assets on a given Major Hand Receipt, a Major Hand Receipt including all of its Sub HRH's, or a Specific Sub Hand Receipt by itself. This inventory is normally conducted between an incoming and outgoing Major HRH. Inventory should be completed before the new Major HRH assumes duties or the outgoing Major HRH departs whichever is first.
 - 2) **Authorization.** This type of inventory will be used to inventory assets at the UIC, HRH (a Major Hand Receipt including all of its Sub HRH's) or a Specific Sub Hand Receipt by itself. This type of inventory also allows for the inventory of a specific LIN, Range of LINs or a specific Property Type Code. The reports generated will show both asset information and authorization quantities. This inventory is designed to physically account for assets authorized to an authorization document to verify items on hand.
 - 3) **Sensitive.** The physical count of items identified as sensitive by a specific service, such as firearms, ammunition, night vision devices and navigation systems (GPS). Basically, there are two categories:
 - 4) **Sensitive Other than Weapons and Ammunition.** This type of inventory allows for the inventory assets defined as Sensitive Items other than weapons and ammunition by the (CIIC). An option also exists to include pilferable assets on this inventory. This inventory can be run at the HRH, HRH including all of its Sub HRH's or a Specific Sub HRH only.
 - 5) **Cryptographic.** This type of inventory allows for the inventory of controlled cryptographic assets as defined by the CIIC, such as a physical count of Communication Security (COMSEC) Equipment and Components as specified by an individual service or agency. This inventory can run at the HRH, HRH and Sub HRH's, or the Specific Sub HRH only.

- 6) **Location.** This type of inventory allows for the inventory of all assets within a specific location within the DPAS. The user has the options to generate individual inventories/reports for the Accountable UIC, each UIC, HRH Major including subs or to generate an inventory/report for each Major and Sub Hand Receipt with assets in the location. If the user intends to conduct location inventories, the format of the location data should be hierarchical. In relation to inventory DPAS tracks the physical whereabouts of an asset using two fields, Location and Sub Location. Since inventories will be conducted at the Location level the locations should be created to support the lowest level one would want to create an inventory.

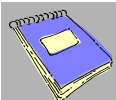
Example: LOC=SITE C/BLDG 402 SUB LOC= ROOM 101, CUBE 10

This structure would allow the creation of inventories at the Building Level. If in a building, inventories conducted at this level would be too large to manage, the Room could be moved up into the LOC field or an additional descriptor such as floor could be used.

Example: LOC=SITE-C BLDG-402 FL -1 SUB LOC= ROOM 101, CUBE 10

This inventory not only determines and verifies the record location data but can be used to evaluate the condition of material. It allows for correcting records and determining the cause of discrepancies.

- 7) **Cyclic.** Counting some selected assets of a property account during a prescribed period (monthly, quarterly, or semiannually). Specific Department Regulations direct how cyclic inventories are to be conducted. DPAS allows for two types of cyclic inventory - Cyclic by HRH and Cyclic by Location. This type of inventory allows the user to complete the inventory for the HRH or Location by conducting individual inventories on a fraction of the assets at a time. Up to 36 inventories may be conducted over 36 months. Assets will be selected for inventory based on the Last Reconciled Inventory Date of the asset. The assets inventoried longest ago will be scheduled in the next inventory. This method insures assets are inventoried on a regular basis, balances the number of assets to be counted on each inventory and eliminates the recount of assets that have already been accounted for on other types of inventory or as a result of transfer actions within the DPAS.



NOTE:

DPAS updates all asset inventory data when an asset is originally receipted for or any time the asset is transferred between Major or Sub HRHs or UICs.

2. **Concept:** DPAS will assign an Inventory List Number to each inventory that is generated. This number contains the Ordinal Date, the UIC of the inventory being requested and a 4-position serial number. Serial numbers are assigned in order beginning each day with 0001. A record containing this Inventory List Number is written to the Manage Inventory Table. Contained in this row are all the information that describes the type of inventory scheduled and its current status. While the inventory is initialized, the Inventory List Number record will have an Inventory Process Code of IE-Initialization Executing and will only be visible to the user from the Manage Inventory Inquiry. Upon successful completion of the Initialization of the inventory the Inventory Process Code will be updated again. If no assets existed for the inventory the inventory record would be marked with an Inventory Process Code of CN-Closed no assets. If assets records did exist for the requested inventory the Inventory Process Code will be updated to an OI-Open Initialized.

All assets that do exist for an inventory that is generated will be initialized by placing the Inventory List Number that was assigned to that inventory in the associated inventory list number on the asset. Thus creating a snapshot in time and identifying all assets that are included on the inventory at the time of its creation. There are seven Inventory List Number fields on each asset record. This allows an asset to be initialized for several types of inventories at the same time.



NOTE:

If inventories were generated for a range of Hand Receipts, each Hand Receipt will be assigned a different Inventory List Number.

The following shows which Inventory List Number Field is used for each Inventory Type Code.

Inventory Type Code	Associated Inventory List Number
HR - Hand Receipt	HRH Inventory List Number
AU - Authorization	Authorization Inventory List Number
SA - Sensitive Ammunition and Weapons	SensitiveA Inventory List Number
SO - Sensitive Other than Weapons and Ammo	SensitiveO Inventory List Number
SP - Sensitive Other Wpns & Ammo Incl Pilferables	SensitiveO Inventory List Number
CR - Cryptographic	Crypto Inventory List Number
LO - Location	Location List Number
CH - Cyclic by HRH	Cyclic Inventory List Number
CL - Cyclic by Location	Cyclic Inventory List Number

If the option to generate a report only was chosen in the generate inventory process no inventory listing number will be generated. If the option was chosen to initialize only, the inventory listing report may be generated at a later time by the PBO or the Hand Receipt Holder using the Generate Inventory Listing related process button in Manage Inventories process from either the Hand Receipt Module or the Hand Receipt Holder Module. This report will be generated by collecting all asset records containing the Inventory List Number requested.

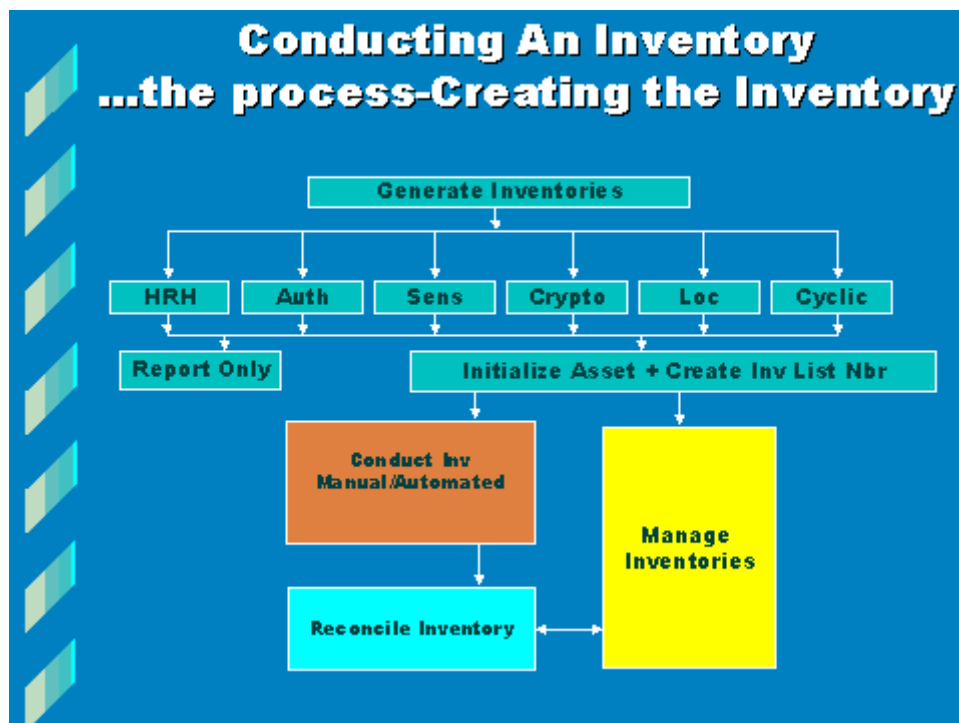
At this point the user has used the Generate Inventories process to generate one of nine types of inventories (Inventories Type Codes) and either generate a report only or has generated an inventory, creating a record on the Manage Inventory Table.

Due to changes to the asset record, its authorization, or related catalog record an asset may no longer qualify to be included on an initialized inventory. All processes within DPAS continually will monitor for these changes. If a change occurs that should remove an asset from an associated inventory the Inventory List Number will be removed from the asset.

If changes are made to the assets that will not remove the asset from an inventory, but results in a change to its position in the report, such as a change of the Serial Number, the report will be marked with a D-Details Change in the Inventory Modify Code. If the report already had assets removed from it due to prior actions the code would be changed from an R to a B for Both Assets Removed and Details Changed.

3. **Creating the Inventory Process:** Conducting any type of inventory consists of four distinct activities.
 - ❑ Deciding what to inventory and generate the inventory
 - ❑ Conducting the inventories using a manual or an automated process
 - ❑ Reconciling the results of the inventories against the baseline
 - ❑ Managing the inventories

The following chart outlines the procedure to create the inventory process:



4. **Generating Inventory (Manual and Automated)**

- a. The **first step** when generating an inventory is deciding what type of inventory to generate:
 - ☐ HRH
 - ☐ Authorizations
 - ☐ Sensitive (Weapons & Ammunition or Other)
 - ☐ Cryptographic
 - ☐ Location
 - ☐ Cyclic (By HRH or Location)
- b. The **second step** is to decide what type of action to take regarding the inventory:
 - ☐ Initialize Inventory and Generate report (by selecting this action, you will create an inventory report along with initializing the assets and creating an inventory. Initializing is to mark or establish (identify) as a starting position - set in motion.)
 - ☐ Initialize Inventory (by selecting this action, you will initialize the assets and create an inventory.)
 - ☐ Generate Report (by selecting this action, you will create (generate) an inventory report.)
- c. The **third step** is to decide when to run the process:
 - ☐ On-line report
 - ☐ Batch
- d. The **fourth step** is to decide if the user would like the information for a specific UIC or Accountable UIC:
 - ☐ Specific UIC
 - ☐ Accountable UIC (if applicable)
- e. In continuing to generate the inventory process, the user will further filter information regarding the particular type of inventory. It is also where the user can choose whether or not they would like the expanded hand receipt report

5. **Conducting Inventories Using Manual or Automated Process:** Once you have decided what to inventory you must then conduct this inventory using either a manual or automated system of collecting the inventory data. DPAS again offers several options for gathering the inventory data.

Automated Inventory Procedures. When conducting the inventory via the automated process, the inventory will be downloaded to the PDCD. At that time the Inventory Process Code on the Manage Inventory Table for the associated Inventory will be changed from an OI-Open Initialized to an OD-Open Download. The PDCD can then be used to conduct the inventory by scanning previously applied asset and location bar code labels. It is recommended that Location Labels be utilized when conducting automated inventories. Asset data may also be retrieved using Radio Frequency Identification (RFID) tags and the appropriate PDCD. These RFID asset and location tags may be created using the PDCD Manager Program or the PDCD device itself. The data collected can be transmitted back to a PC running the PDCD Manager program either through a wireless network or through the Cradle provided with each PDCD. Inventory data can be sent to DPAS through a Live Update or can be stored and sent at a later time. No matter what collection method is employed, the PDCD Manager will update the inventory fields on the asset records within DPAS. After the first asset is updated the Inventory Process Code on the Manage Inventory Table is changed from an OD-Open Downloaded to an OS-Open Scanner.

Assets not found on DPAS, HRH Transfers, and Non Labeled asset transactions input on the PDCD are stored in DPAS on the Inventory Exception Table awaiting the running of the Automated Inventory Reconciliation process. The last transaction written to DPAS from the PDCD Manager for a given inventory is a Close Transaction. This transaction is written to the Cron Inventory Table. The Inventory Process Code on the Managed Inventory Table will be updated from an OS-Open Scanner to an OP-Open Processing Reconciliation. Every fifteen minutes DPAS checks to see if there are records on this table awaiting processing and if so will start the Inventory Reconciliation process running against the Inventory List Numbers on the table. The following steps apply for an automated inventory process:

- 1) Through the Generate Inventories process, the selection of the inventory type is done and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. For automated inventories, an inventory report is optional since the inventory may be downloaded to the PDCD.
- 2) After the inventories are initialized, they must be loaded to the PDCDs using the PDCD Manager. Single or multiple inventories may be conducted on DPAS supported PDCDs. For more detailed information on these inventories, see **Conduct an Automated Inventory**. After completion of the inventories and associated updates to the DPAS by the PDCD Manager, a Reconciliation is run and a Reconciliation Report is generated.
- 3) At this point the inventory process is either completed or there are exceptions to correct. For information on how to use the Update Inventory Data process and Close the Close inventory process to correct exceptions, see **Reconciling Inventories**.
- 4) Upon correction of exceptions and the labeling of assets needing additional research, the inventory will be marked closed and a final copy of the Reconciliation Report will be printed for filing. At this point all assets will be made available for re-inventory on the same type of inventory. See **Reconciling Inventories** for step-by-step automated inventory procedures.

Generating A Hand Receipt Holder Inventory

MODULE: Hand Receipt

INTRODUCTION

In this process, we will generate an inventory by Hand Receipt Holder (HRH). This is an inventory conducted of property listed on the hand receipt. This inventory is normally conducted between an incoming and outgoing hand receipt holder. The inventory should be completed before the new hand receipt holder assumes duties or the outgoing hand receipt holder leaves whichever is first. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating an inventory by Hand Receipt Holder.

PREREQUISITES

None

APPLICATION

Generate an inventory by your HRH (Hand Receipt Holder).

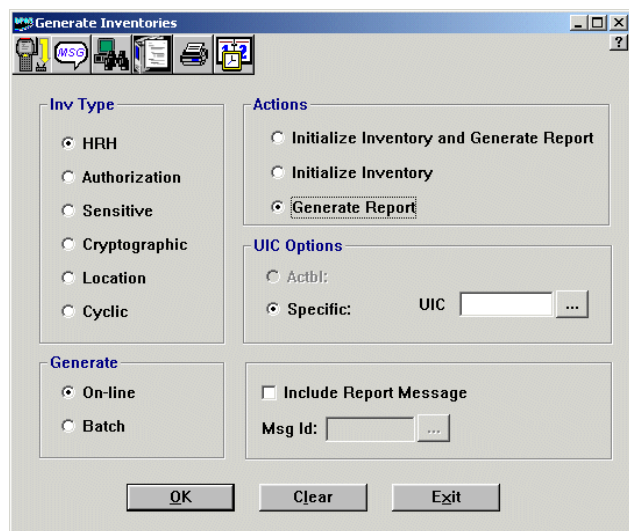
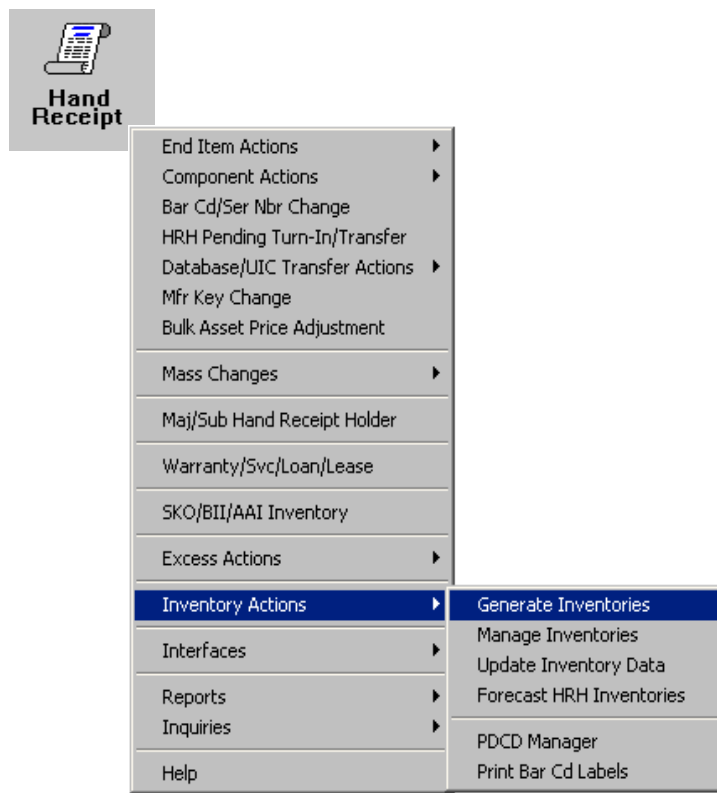
ACTIVITY

Instructor-led lecture and demonstrate with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** option from the program group.

3. Select **Generate Inventory** from the program list.



STEP 1:

Inventory Type Group Box:

- a. Accept the default **HRH**.

Actions Group Box:

- b. Select **Generate Report**.

Generate Group Box:

- c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for you UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

STEP 2:**Sort Sequence Group Box:**

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.

Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAIs.

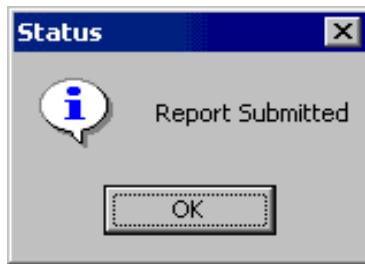
Options Group Box:

- c. If desired, select an option.

Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.


- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. **Sched Cmpltn Dt:** DPAS will default this date to 2 weeks from the current date. If desired, change this date to the date you expect the inventory to be completed.
- f. **Next Inv Due Dt:** This date is determined by Agency. For Navy users, the default is 3 years out and for all other users, the default is 1 year out. If desired, change this date to the expected next inventory due date.
- g. Click **Submit**.

The following dialog box is displayed:



h. Click **OK**.

You are returned to the Generate Inventories screen.

i. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

j. Once you have selected your inventory report, click the **Print** button.

k. Your Windows Print dialog box is displayed and you can print your report.

l. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Export Inventory To The PDCD

INTRODUCTION

In order to conduct an automated inventory in DPAS using PDCDs, the inventory data must be exported from DPAS to the PDCD. These steps will guide you through this process.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to exporting inventory data from DPAS to the PDCD in order to conduct automated inventories.

PREREQUISITES

- ☐ Hardware/software has been procured
- ☐ PDCD has been prepared with downloaded program software

APPLICATION

Accomplish process and procedures necessary to export inventory data from DPAS to the PDCD.

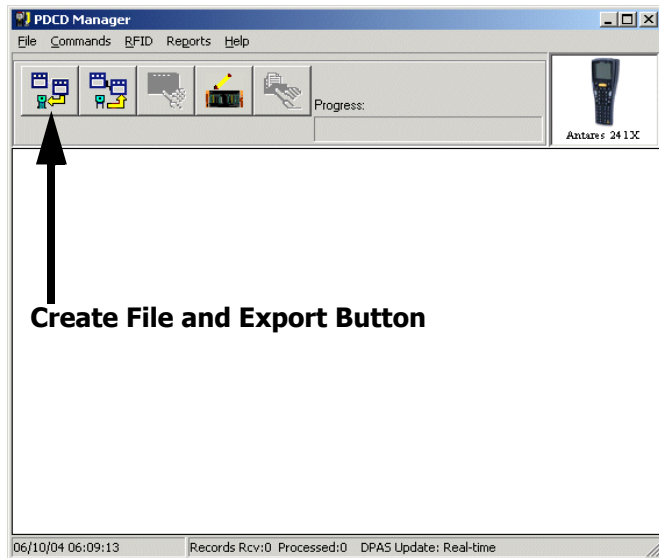
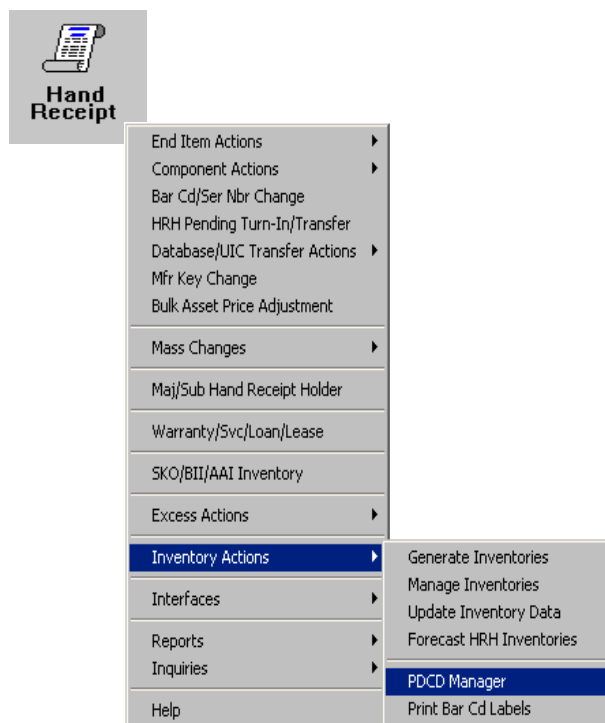
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **PDCD Manager** from the program list.



STEP 1:

- Click on the **Create File and Export** button.



HINT!

If you prefer, you can select **File** from the menu bar, and then select **Create File and Export** from the program group.

STEP 2:

- a. **Select From:** Select the appropriate option.

Select From	
Initialized Inventories	Select this option to export an initial inventory.
Previously Downloaded Inventories	Select this option for inventories that you have initialized previously.

- b. **Download:** Select the appropriate option.

Download	
Asset and Inventory List Nbr	Select this option if you want your assets downloaded onto the scanner along with the header information.
Inventory List Nbr Info Only	Select this option if you think your inventory is too large to fit on the scanner, so you are going to load the header information only.

The 'Key Data' dialog box contains the following sections:

- Select From:** Radio buttons for 'Initialized Inventories' (selected) and 'Previously Downloaded Inventories'.
- Download:** Radio buttons for 'Asset and Inventory List Nbr' (selected) and 'Inventory List Nbr Info Only'.
- Reconciliation Report:** Radio buttons for 'Sort Sequence' (selected) and 'Stock Nbr'.
- Optional Parts:** Checkboxes for 'Part VI - Relocated Assets' and 'Part VII - Reconciled Assets'.
- Buttons for 'OK' and 'Exit' at the bottom.

- c. **Reconciliation Report Sort Sequence:** Select the sort sequence for the reconciliation report.
d. **Optional Parts:** Select the appropriate option(s).

Optional Parts	
Part VI - Relocated Assets	Select this part if you want a listing of all the assets that were relocated.
Part VII - Reconciled Assets	Select this option if you want a listing of all the assets that were reconciled.

- e. Click **OK**.

The 'DPAS LOGIN' dialog box has the following fields and buttons:

- Enter UserID:** Text field containing 'instr01'.
- Enter Password:** Text field with masked characters '*****'.
- Enter Site ID:** Text field containing 'TRN-DFAS'.
- Buttons for 'OK' and 'Cancel' at the bottom.

STEP 3:

This screen will automatically display with your DPAS User ID, password, and Site ID.

- Click **OK**.

STEP 4:

- Highlight the inventory number(s) you wish to download. You can select to download more than one inventory.
- Click on the down arrow to move the selected inventory(ies) to the **Selected Inventories** window.
- Click **Save**.

If there was an inventory on your scanner, the scanner will display a message asking if you want to overlay the existing inventory. If you wish to overlay, select the F1 key on the PDCD; otherwise, select F2 to cancel.

STEP 5:

- Ensure that the PDCD is in the docking station and that all the cables are connected.
- On the PDCD, select **<F1> Import Inventory**.
- Click **OK**.

Once the inventory has completed the import process, your scanner should now restart automatically.

You are now ready to conduct your automated inventory.

Conduct An Automated Inventory

INTRODUCTION

This Chapter provides the user with procedures for using Portable Data Collection Devices (PDCDs) in the performance of conducting inventories. DPAS has developed software for and has approved a number of PDCDs for use in conducting automated inventories. In addition to conducting inventories with a PDCD, users can also Sub Hand Receipt assets as the inventory is being conducted. Inventories may be conducted in Batch or Wireless modes. Wireless mode requires the use of wireless access points attached to the Local Area Network where the inventory is being conducted and a PDCD with a matching radio. Batch and Wireless modes require the initial export of the inventories to the PDCD prior to commencing the inventory while only the batch mode requires the exporting of the data to the server after the inventories have been completed. Prior to commencing any inventories using a PDCD, the PDCD must first be configured for use with the DPAS.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to conducting an automated inventory using PDCDs.

PREREQUISITES

- ☐ Hardware/software has been procured
- ☐ An inventory or header information will need to be imported to your PDCD.

APPLICATION

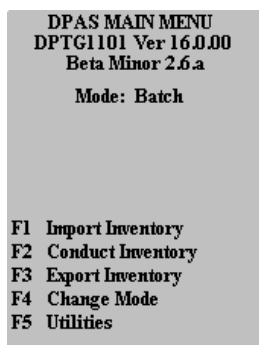
Accomplish processes and procedures for conducting an automated inventory.

ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application

STEPS TO PERFORM ACTION

The following steps contain the screens that you will see on you PDCD.



```
DPAS MAIN MENU
DPTG1101 Ver 16.0.00
Beta Minor 2.6.a
Mode: Batch

F1 Import Inventory
F2 Conduct Inventory
F3 Export Inventory
F4 Change Mode
F5 Utilities
```

STEP 1:

- Select the **F2** key on your PDCD.

STEP 2:

- Select the inventory you wish to conduct.
- Select the **F1** key on the PDCD.

Select Inventory

Inventory list #

02289W0XY020003	Open
02289N022220001	Open

F1 Select
F2 Main Menu

Inventory Info

Inventory list #
02289N22220001
Inv Type: HR
Accchl UIC: DPAS01
UIC: N22220
HRH: N222
Prop Type Cd:
LIN:

F1 Continue
F2 Mark Inv Complete
F3 Main Menu

STEP 3:

- Select the **F1** key on the PDCD to continue with the process.

STEP 4:

- User ID:** Enter your DPAS User ID and depress the **Enter** key on the PDCD.
- Loc/Sub Loc:** Enter the location of the inventory and depress the **Enter** key on the PDCD. If you print location labels, you can scan the location label.
- If desired, enter the sub location of the inventory and depress the **Enter** key on the PDCD.
- Select the **F1** key on the PDCD.

Inv Update Data

System Date: 20021016
User ID: _____
Loc/Sub Loc: _____

F1 Ok
F2 Exit

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsfr
F6 Info
F7 Close Inv

STEP 5:

You are now ready to conduct your inventory!

- You can either manually enter your bar codes or scan them in.

Functions	
F1 - Chg Loc/Sub Loc	Depress this key when you want to change the location of where the asset is being inventoried.
F2 - Verify Ser Asset	Depress this key when you have a serial asset that does not have a bar code. F1 All: Allows you to verify all the fields that are displayed. F2 Loc: Allows you to verify the location only. F3 Loc/Sub Loc: Allows you to verify the location and sub location. F4 Loc/Sub Loc/Stock: Allows you to verify the location, sub location, and stock number.
F3 - Non Labeled Asset	
F4 - Assets Not Found	Depress this key when you want to display any items that you have not entered/scanned.
F5 - Sub-HRH Trsfr	Depress this key when you want to transfer an asset to a sub hand receipt holder.
F6 - Info	Depress this key to display the number of items inventoried (such as the number of items with bar codes, serial items, bulk items, non-labeled items, items that were transferred to sub-HRH's, number of assets not found, number of assets scanned, and number of assets sent).
F7 - Close Inventory	Depress this key to complete the inventory and then to export to the inventory.

F1-Changing the Location/Sub-Location

The F1-Change Location/Sub Location through F6-Info only need to be done if applicable for your inventory

STEP 1:

When there is a need to change the Location and/or Sub-Location, use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX Intermec Trakker Antares 24XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsfr
F6 Info
F7 Close Inv

Press the F1 key on the PDCD

Symbol PDT72XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsfr
F6 Info
F7 Close Inv

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

Touch the F1 on the PDCD

STEP 2:

There are two ways to change the location/sub-location at this point.

- ❑ If you have Location/Sub-location labels printed as bar code labels, you can simply scan the appropriate label(s).
- ❑ If you prefer, you can enter the new location/sub-location using the PDCD keypad.

From the pictures below, perform the steps for the type scanner you are using:

Intermec Janus 20XX Intermec Trakker Antares 24XX

Conduct Inventory

Loc: _____

Sub Loc: _____

F1 Ok
F2 Cancel
F3 Create RFID Tag

Press the F1 Key on the PDCD.

Symbol PDT72XX

Conduct Inventory

Loc: _____

Sub Loc: _____

F1 Ok
F2 Cancel

1 2 3 4 5 6 7 8 9 0 . -
A B C D E F G H I J K L
M N O P Q R S T U V W X
Y Z SPC B/S ENT FUNC

1. On the Symbol PDCD, touch FUNC at the bottom of the screen. The keyboard will change to the Function Key keypad.

2. Touch F1.

F2-Verifying Serial Assets

The automated inventory process is not dependent upon assets having a bar code number being assigned to an asset. When an activity has not fully implemented bar codes (e.g., weapons) for all assets, the "F2" Verify Serial Assets selection permits the validation of an inventory by reviewing serial numbers of assets without bar codes. The process will display one record at a time.

STEP 1:

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc

F2 Verify Ser Asset

F3 Non Labeled Asset

F4 Assets Not Found

F5 Sub-HRH Trsfr

F6 Info

F7 Close Inv

**Press the F2 Key
on the PDCD.**

Symbol PDT72XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc

F2 Verify Ser Asset

F3 Non Labeled Asset

F4 Assets Not Found

F5 Sub-HRH Trsfr

F6 Info

F7 Close Inv

F1 F2 F3 F4 F5 F6 F7 F8

UP DOWN KEYBOARD ENTER

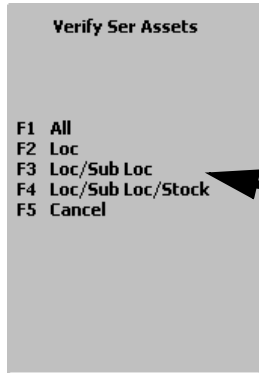
Touch the F2

STEP 2:

From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

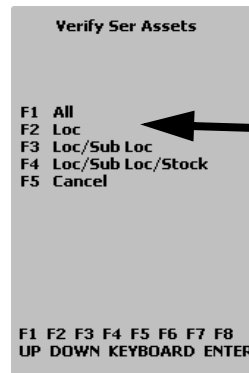
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the appropriate
Function Key on the PDCD.

Symbol PDT72XX



Touch the appropriate
Function Key.

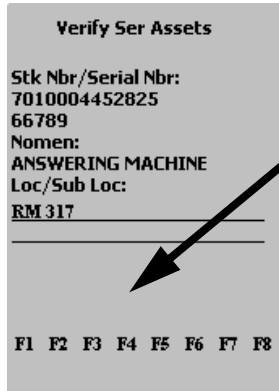
Options	
F1 - All	This will display all assets one at a time no matter what the location is.
F2 - Loc	This will display all assets for a specific location, one asset at a time.
F3 - Loc/Sub Loc	This will display all assets for a specific location and sub-location, one asset at a time.
F4 - Loc/Sub Loc/Stock	This will display all assets for a specific location, sub-location, and stock number, one asset at a time.

STEP 3:

From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

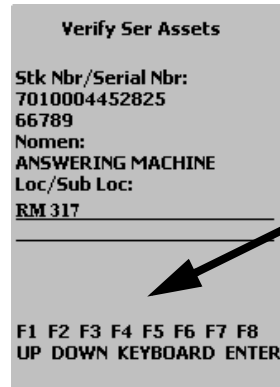
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the appropriate Function Key on the PDCD.

Symbol PDT72XX



Touch the appropriate Function Key.

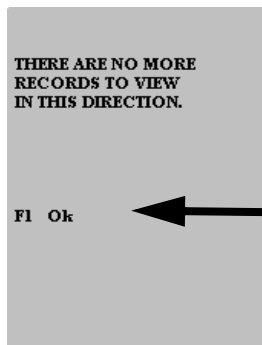
Options	
F1 - Verified	This will verify the asset that is displayed.
F2 - Next/Skip	This will skip to the next asset. Use this when the asset cannot be found. Assets that are bypassed can be reviewed at a later time.
F3 - Previous	This will display the previous asset.
F4 - Exit	This will exit back to the main Verify Serial Assets screen.

STEP 4:

When there are no more assets to verify, the screen below is displayed. Use the pictures below to perform the steps for the type scanner you are using:

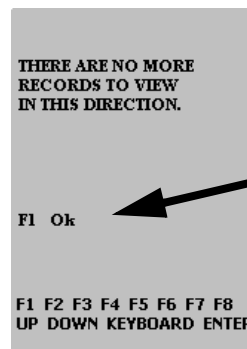
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the F1 Key

Symbol PDT72XX



Touch the F1 Key

STEP 5:

1. Press or Touch the appropriate Function Key (F4) to exit to the main Verify Serial Assets screen.
2. Press or Touch the appropriate Function Key (F5) to Cancel to the Conduct Inventory screen.



HINT!

For the Intermec Trakker Antares 24XX Terminals: To activate the F5 Function Key, you must first press the orange -f key in the upper left side of the PDCD.

F3-Non-Labeled Assets

When an asset is found that does not contain a bar code label, but appears that it should have been labeled, select "F3" Non-Labeled Asset to record the Nomen and Serial Nbr, or Nomen and Qty.

STEP 1:

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc

F2 Verify Ser Asset

F3 Non Labeled Asset

F4 Assets Not Found

F5 Sub-HRH Trsfr

F6 Info

F7 Close Inv

Press the F3 Key
on the PDCD.

Symbol PDT72XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc

F2 Verify Ser Asset

F3 Non Labeled Asset

F4 Assets Not Found

F5 Sub-HRH Trsfr

F6 Info

F7 Close Inv

F1 F2 F3 F4 F5 F6 F7 F8

UP DOWN KEYBOARD ENTER

Touch the F3

STEP 2:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Symbol PDT72XX

Non-Labeled Asset

Description: _____

Serial Nbr: _____

Qty: _____

F1 Ok
F2 Cancel

Non-Labeled Asset

Description: _____

Serial Nbr: _____

Qty: _____

F1 Ok
F2 Cancel

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

1. Enter the description of the asset.
2. For **Serial** assets, enter the Serial number.

For **Bulk** assets, enter the quantity.

DO NOT enter both the Serial Number and the Qty.
3. Press (Intermec) or Touch (Symbol) the **F1 Key** when finished.

F4-Assets Not Found

When the detail asset information is exported to the PDCD, a review of assets that have not yet been inventoried may be performed in attempt to locate all assets prior to closing the inventory and running the reconciliation report.

STEP 1:

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Symbol PDT72XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsf
F6 Info
F7 Close Inv

Press the F4 Key
on the PDCD.

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsf
F6 Info
F7 Close Inv

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

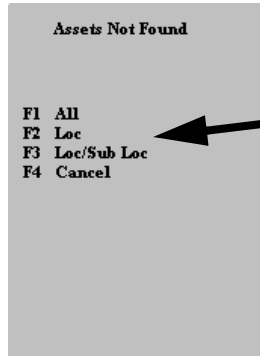
Touch the F4

STEP 2:

From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

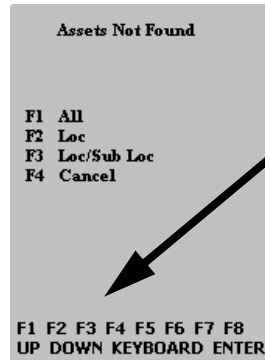
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the appropriate Function Key.

Symbol PDT72XX



Touch the appropriate Function Key.

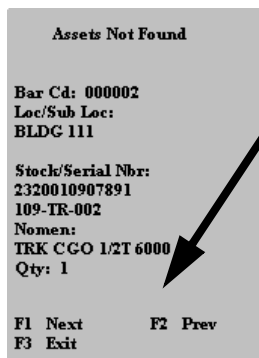
Options	
F1-All	This will display all assets, one at a time.
F2-Loc	This will display all assets for the specified location, one at a time.
F3-Loc/Sub Loc	This will display all assets for the specified location and sub location, one at a time.
F4-Cancel	This will cancel the process.

STEP 3:

From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

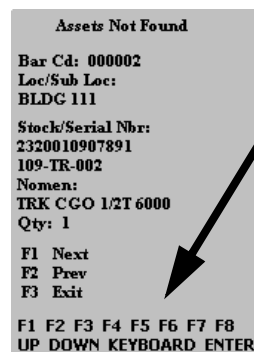
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the appropriate Function Key.

Symbol PDT72XX



Touch the appropriate Function Key.

When you have completed your review, press or touch the F3 Function Key to return main Assets Not Found screen.

Then press or touch the F4 Function Key to return to the Conduct Inventory screen.

F5-Sub-HRH Trsfr

The Sub HRH Trsfr selection provides the capability to perform Sub Hand Receipting.

STEP 1:

Before an asset can be transferred, you will need to input or scan the bar code.

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsfr
F6 Info
F7 Close Inv

**Press the F5 Key
on the PDCD.**

Symbol PDT72XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsfr
F6 Info
F7 Close Inv

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

Touch the F5



HINT!

For the Iintermec Trakker Antares 24XX Terminals: To activate the F5 Function Key, you must first press the orange -f key in the upper left side of the PDCD

STEP 2:

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Sub HRH Transfer

Bar Cd: 53282101
Mjr HRH: W0U6C7

Sub-HRH To: _____
Lcl Use: _____

F1 Ok
F2 Cancel

1. Enter the Sub-HRH you are transferring the asset to.
2. If desired, enter a comment.
3. Press the F1 Key to continue or F2 Key to Cancel.

Symbol PDT72XX

Sub HRH Transfer

Bar Cd: 53282101
Mjr HRH: W0U6C7

Sub-HRH To: _____
Lcl Use: _____

F1 Ok
F2 Cancel

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

1. Enter the Sub-HRH you are transferring the asset to.
2. If desired, enter a comment.
3. Touch the F1 Key to continue or F2 Key to Cancel.

You are returned to the Conduct Inventory screen.

F6-Info

Info selection provides a summary of the inventory.



NOTE:

The "Total Sent" value will always be "0" for batch mode.

STEP 1:

Review the information on the PDCD.

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

INFO

Assets N/Found	102
Serial Bar Cd:	2
Bulk Bar Cd:	45
Serial Verify	21
Non-Labeled	0
Sub-HRH Trsfr	1
Total Trans	23
Total Sent	0

F1 Ok

Press the F1 Function Key when you are done reviewing this information.

Symbol PDT72XX

INFO

Assets N/Found	102
Serial Bar Cd:	2
Bulk Bar Cd:	45
Serial Verify	21
Non-Labeled	0
Sub-HRH Trsfr	1
Total Trans	23
Total Sent	0

F1 Ok

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

Touch the F1 Function Key when you are done reviewing this information.

You are returned to the Conduct Inventory screen.

Closing An Inventory On The PDCD

INTRODUCTION

Once you have completed scanning/entering your bar codes, you will need to close the inventory on your scanner.

OBJECTIVES

The student will be able to close an inventory using the PDCD.

PREREQUISITES

An inventory list must be downloaded to the PDCD

APPLICATION

Close an inventory on the PDCD

ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application

STEPS TO PERFORM ACTION

STEP 1:

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Conduct Inventory

Bar Code: _____
 Last B/C: _____
 Last B/C Nomen: _____
 Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
 F2 Verify Ser Asset
 F3 Non Labeled Asset
 F4 Assets Not Found
 F5 Sub-HRH Trsfr
 F6 Info
 F7 Close Inv

Press the F7 Key on the PDCD.

Symbol PDT72XX

Conduct Inventory

Bar Code: _____
 Last B/C: _____
 Last B/C Nomen: _____
 Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
 F2 Verify Ser Asset
 F3 Non Labeled Asset
 F4 Assets Not Found
 F5 Sub-HRH Trsfr
 F6 Info
 F7 Close Inv

F1 F2 F3 F4 F5 F6 F7 F8
 UP DOWN KEYBOARD ENTER

Touch the F7.



HINT!

For the Intermec Trakker Antares 24XX Terminals: To activate the F5 Function Key, you must first press the orange -f key in the upper left side of the PDCD.

STEP 2:

Use the pictures below to perform the steps for the type scanner you are using:

IIntermec Janus 20XX**Intermec Trakker Antares 24XX**

Inventory Info

Inv List Nbr:
03034WINW540001
Inv Type Cd: HR
Actbl UIC: DPAS01
UIC: WINW54
HRH: WINW55
Prop Type Cd: A
LIN:

F1 Continue
F2 Mark Inv Complete
F3 Main Menu

Press the F2 Key on
the PDCD.

Symbol PDT72XX

INFO

Assets N/Found	102
Serial Bar Cd:	2
Bulk Bar Cd:	45
Serial Verify	21
Non-Labeled	0
Sub-HRH Trsftr	1
Total Trans	23
Total Sent	0

F1 Ok

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

Touch the F2.

STEP 3:

Use the pictures below to perform the steps for the type scanner you are using:

IIntermec Janus 20XX**Intermec Trakker Antares 24XX**

Inv List Nbr:
04034WINW540001

Are you sure that
you wish to mark
the inventory as
completed?

F1 Yes
F2 No

Press F1 to complete
the inventory or press
F2 to keep the inventory
open.

Symbol PDT72XX

Inv List Nbr:
04034WINW540001

Are you sure that
you wish to mark
the inventory as
completed?

F1 Yes
F2 No

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

Touch F1 to complete
the inventory or touch
F2 to keep the inventory
open.

You will be returned to the DPAS Main Menu on the PDCD. Once you return to the Main Menu, you can now import the inventory to DPAS.

Import Inventory Data From The PDCD

INTRODUCTION

After conducting an automated inventory (when a wireless mode is not used), this process is necessary to transmit the inventory data from the PDCD to DPAS. Conducting inventories in wireless mode allows for the data to be processed to DPAS as the inventory is being conducted, thus, there is nothing to import from the PDCD when the inventory is complete.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to importing automated inventory data from the PDCD to DPAS.

PREREQUISITES

- ☐ Hardware/software has been procured
- ☐ Inventory using PDCD has been conducted

APPLICATION

Accomplish processes and procedures to import data as part of conducting automated inventories (less wireless).

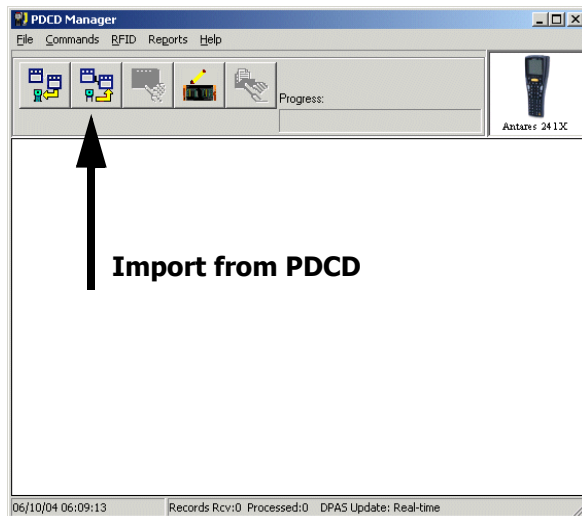
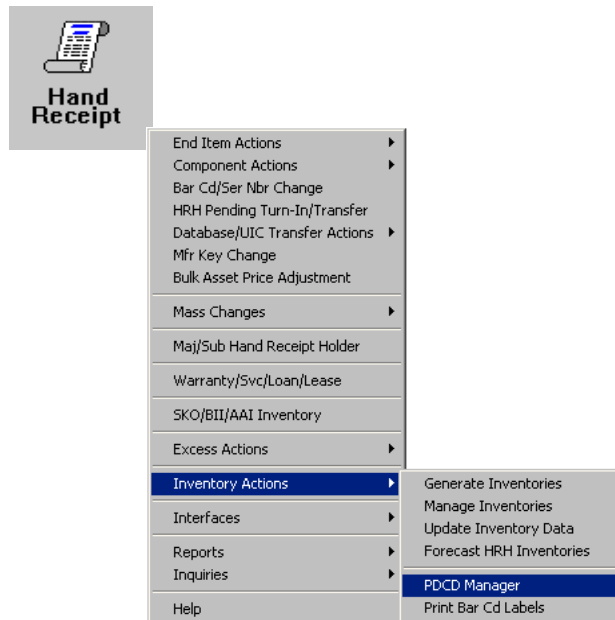
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

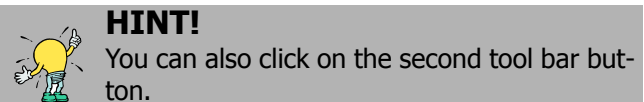
1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **PDCD Manager** from the program list.



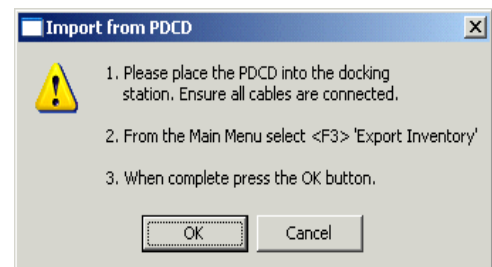
STEP 1:

- a. Click on **File**.
- b. Select **Import from PDCD** from the program group.



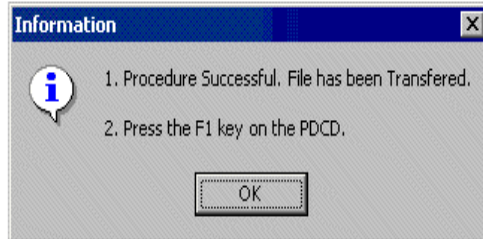
STEP 2:

- a. Follow the instruction on this dialog box.
- b. Make sure that you select the **F3** on the PDCD and not the PC.
- c. Click **OK**.



STEP 3:

The import may take a few moments depending on the size of your inventory. You will see a progress bar indicating the progression of the import. When the file has completed the transfer, the following dialog box is displayed:



- Click **OK**.

You will see all the inventoried items display on the PDCD Manager screen and the PDCD will restart.

It may take a while for the reconciliation report to generate.

Reconciling Inventories

INTRODUCTION

After the completion of an automated inventory, an inventory reconciliation report will be automatically generated. If all data collected during the inventory processed without errors, the inventory will be marked as **CS-Closed Scanner**. If this is the case, the purpose of the report will be to provide a hard copy document of the results of the inventory. A signature block is printed at the end of the report if Section VII-Reconciled Assets has been printed. If the inventory did not result in an exception free reconciliation, the inventory processing code for that inventory will be marked **OU-Open Unreconciled**. In this case, the report will provide a hard copy to use in researching any errors generated as a result of this inventory. Errors may be corrected using the updated inventory data process as described in Chapter 5 of this manual. This report may be regenerated at any time from the Manage Inventory screen as long as the inventory remains **Open Unreconciled**. Multiple generations of the report will display in the Print Reports Window. Newer copies of the report will reflect corrections made in the Update Inventory Data process. When all errors have been corrected, the option to reprint this report will be offered one last time prior to the inventory being marked **Closed Reconciled**.

The Automated Inventory Reconciliation Process begins when the PDCD Manager program writes a transaction to the CRON Inventory Table and a program running in CRON (every 15 minutes) initiates the Inventory Reconciliation for the specific Inv List Nbr. While the reconciliation is running the Inv Process Cd on the Inventory table will be marked **OP-Open Processing Reconciliation**. During this period, the Inv List Nbr will only be visible to the user from the Manage Inventory Inquiry.



NOTE:

A CRON is a Unix clock daemon which executes commands/jobs on specific dates and times.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to reconciling inventories accomplished in DPAS.

PREREQUISITES

- ☐ Hardware/software has been procured
- ☐ An inventory has been conducted

APPLICATION

Accomplish process as part of inventory actions/completing inventories.

ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

If there are no exceptions found and all assets were accounted for, the Inv Process Cd on the Inv List Nbr record will be updated to **CS-Closed Scanner**. At that time the Inv List Nbr will be removed from all of the associated assets. If the Inv Type Cd of the Inventory was HR, AU, SA, SO, SP, or CR, the respective date of last inventory will be updated on the HRH account to indicate when the inventory was last completed for the HRH Nbr.

If there were exceptions, the Inv Process Cd on the Inv List Nbr record will be updated to **OU-Open Unreconciled** and a Reconciliation Report will be generated.

At any time during the research, an updated copy of the reconciliation report can be requested. If all exceptions are cleared using the Update Inv Data process, when the final exception is reconciled, you will be asked if you want to generate a final copy of the Reconciliation Report. After this, the Inv Process Cd for the inventory will be marked **CR-Closed Reconciled** and the Inv List Nbr will be removed from all assets making them available for inventory. Associated dates will also be updated on the HRH table. The final copy of the Reconciliation report would then be signed by the appropriate person(s) and filed appropriately.

For the exceptions that will require ongoing research, the inventory can remain open where the Activity's Inventory Plan permits.



NOTE:

Leaving the inventory open will prohibit another inventory of the same type being initialized on any of the assets contained within this inventory.

If your Activity's Inventory Plan requires the closure of an inventory within xx number of days of its start or if you want to make all assets available for re-inventory while performing continuing research on several discrepancies, the inventory may be closed without resolving all of the exceptions. This would be done using the Close Inventory process from within Manage Inventories. If this is done then you will have the option to label all remaining shortages as Suspected Losses. A final copy of the Reconciliation Report may also be generated at this time. This report will contain any suspected loss changes as a result of the inputs just made as well as any corrections made for this inventory in the Update Inv Data process. The Inv Process Cd on the inventory record will be marked **CM-Closed Mass** and the associated Inv List Nbr will be removed from all of the associated assets. Any related Dates on the HRH table will also be updated at this time.

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors	INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Bar code does not exist, item was manually entered into the terminal (F3)	ON – Same discrepancy with no bar code	The most likely situation is that there is an off-setting shortage transaction. Otherwise, perform End Item Serial Inquiry and generate the appropriate bar code. If it is determined to be a quantity error, review the overage errors to determine which one is applicable and take appropriate corrective action.	Assign an automated inventory overage resolution code of NB or ON.
Duplicate tags exist for the same asset and one tag must be eliminated on the Property Book.	SR – Shortage Radio Frequency	Inspect the asset to see if more than one RFID tag is attached; if so, remove all but one tag and record the number of the remaining tag and update in DPAS using the Update Inventory Data function.	When inventory data is updated, this transaction will move to the Part VII Reconciled Assets of the reconciliation report.
Quantity Errors Overages	NOTE: Compare all overage and shortage transactions to determine if there are any off-setting transactions. If a match exists, in the shortage column, use the UC, DB, or NB code for the overage transaction in the Update Inventory Data function.		

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors	INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Asset was received but not recorded in Property Book.	OD – Overage Asset Not in DPAS ON – Same discrepancy with no bar code	Find needed paperwork and perform an End Item Action Increase through the HR module and print the needed Bar Code labels.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of DA for OD or NA for ON; the transaction moves to Part VIII Resolved Exceptions of the reconciliation report.
Asset does not meet the criteria to be included in DPAS.	OD - Overage Asset Not in DPAS ON - Same discrepancy with no bar code	Determine what information about the asset precludes it from being recorded in DPAS.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of DC for OD or NC for ON; the transaction moves to Part VIII Resolved Exceptions of the reconciliation report.
Bulk asset where the on-hand quantity is more than the quantity reported in DPAS.	OQ - Overage Quantity ON - Same discrepancy with no bar code	Find needed paperwork, determine the correct unit of issue for the asset, and correct the total bulk bar code count. Then perform an End Item Actions > Increase through the Hand Receipt module and print the needed bar code labels. As additional quantities of this asset are added to DPAS, the same bulk bar codes will be used as long as the critical fields for bulk asset management (UIC, Fund Code, Expense Code, Authorization Control Number, Loan Lease Code, PBIC Code, Site Code, Location, and Lot Number) remain unchanged.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of UE for OU or ND for ON; the transaction moves to Part VIII Resolved Exceptions of the reconciliation report.

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors		INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Quantity Errors Shortages				
Asset has been physically moved to another location or HRH but the change was not processed in DPAS.		SM - Shortage Missed Asset	When the item is found, process a HRH Transfer or update the location using the Update Inventory Data function of the Hand Receipt module. At that time, also update the Inv User ID and Inv Date on the asset record.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
The asset is lost, stolen, or missing.		SM - Shortage Missed Asset	Conduct an investigation and prepare a DD-200 and process an End Item Actions > Decrease through the Hand Receipt module.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
The asset was transferred to DRMO or another activity and not removed from the Property Book.		SM - Shortage Missed Asset	Conduct an investigation and prepare a DD-200 and process an End Item Actions > Decrease-Turn-In through the Hand Receipt module, which must be supported by a DD Form 1348-1A.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
An End Item Increase transaction was processed adding the asset to the Property Book but the material was never physically received by the HRH.		SM - Shortage Missed Asset	Verify with the receiving activity to determine what action was taken with the asset, review procedures, and conduct training as necessary. An End Item Increase should not be processed unless the material is confirmed received by the receiving activity. If the material was not received, the PBO/PPM must process a reversal in DPAS using an End Item Actions > Decrease-Reversal within the Hand Receipt module.	If the material was received and there is no off-setting overage transaction, but it belongs in a different location, use the Update Inventory Data function to change the location. If it also should be assigned to a different HRH, subsequently process a HRH Transfer. When inventory data is updated, this transaction will move to Part VII Reconciled Assets of the reconciliation report.

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors	INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Bulk asset where the on-hand quantity is less than the quantity reported in DPAS.	SQ - Shortage Quantity	Research the reason for the inventory shortage. Based upon your findings, perform the appropriate research and corrective actions. Use the Update Inventory Data and choose the appropriate resolution code.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
Data Integrity Error			
Asset where the location input from the inventory does not exist in DPAS.	SL - Shortage Location Error	Verify the actual location name and either change the location on the inventory through Update Inventory Data function or create a new inventory location name in DPAS.	When inventory data is updated, this transaction will move to Part VII Reconciled Assets of the reconciliation report.
Asset's bar code does not correspond to the bar code reported in DPAS	OU - Overage Uninitialized	Perform an End Item Serial inquiry to gather correct bar code information and then use Bar Code Label Format function within the Utilities module to print the needed bar code labels or use the Bar Cd/Ser Nbr to update the system records to correspond with the existing label.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of UA or UB.

Closing Inventories

INTRODUCTION

This on-line process can be used to close manual inventories or close automated inventories conducted in DPAS. Access to the Hand Receipt Module and specific program will be verified prior to accessing this process. The inventory must have an inventory process code of 'OU' or 'OI'.

For manual inventories, this process generates a mass change of both inventory and reconciliation fields for Last Inventory Date, User ID and Cause of last date change on assets indicated by the Inventory List Number. If the inventory type is Hand Receipt, Authorization, Sensitive or Cryptographic the Hand Receipt table is updated with the Last Inventory Date and Next Inventory Due Date entered on the screen.

For Automated inventories, this process removes the inventory list number from the assets. If the inventory type is Hand Receipt, Authorization, Sensitive or Cryptographic the Hand Receipt table is updated with the Last Inventory Date and Next Inventory Due Date entered on the screen. It marks the inventory on the inventory table as closed. It can close inventories that have exceptions. Shortage exceptions can be changed to suspected losses and a print or the reconciliation report can be requested.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to closing inventories

PREREQUISITES

- ☐ Hardware/Software has been procured
- ☐ Inventory has been completed and data has been inputted/uploaded into DPAS

APPLICATION

Accomplish procedure as part of the completing inventory process.

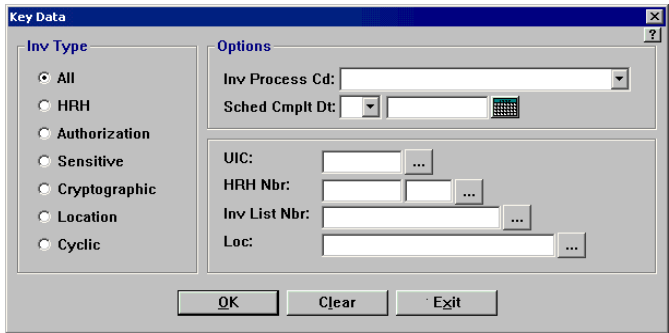
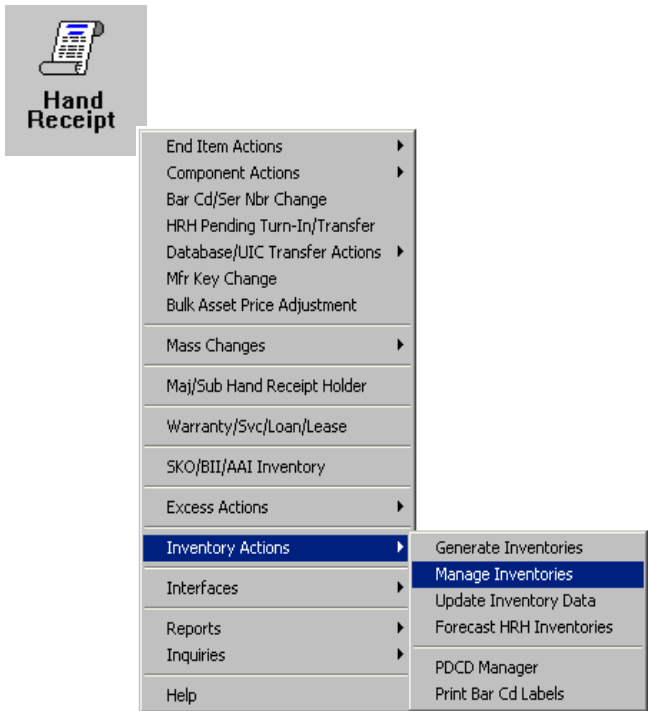
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Manage Inventories** from the program list.

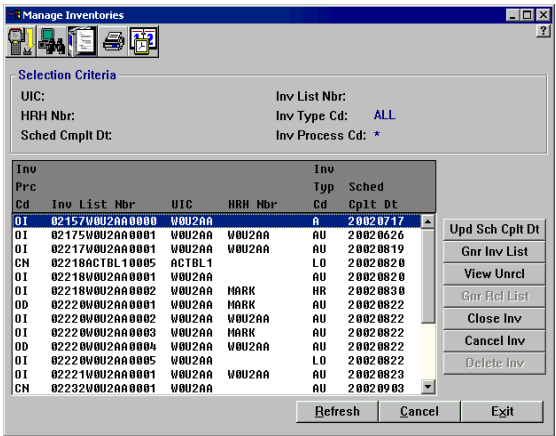


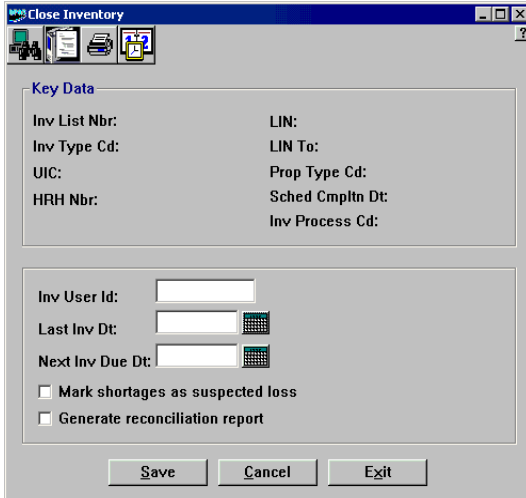
STEP 1:

- a. **Inv List Nbr:** Enter or browse for the Inventory List Number for the inventory you wish to close.
- b. Click **OK**.

STEP 2:

- a. Highlight the inventory(ies) you wish to close.
- b. Click on the **Close Inv** button.





Close Inventory

Key Data

Inv List Nbr:	LIN:
Inv Type Cd:	LIN To:
UIC:	Prop Type Cd:
HRH Nbr:	Sched Cmpltn Dt:
	Inv Process Cd:

Inv User Id:

Last Inv Dt:

Next Inv Due Dt:

☐ Mark shortages as suspected loss

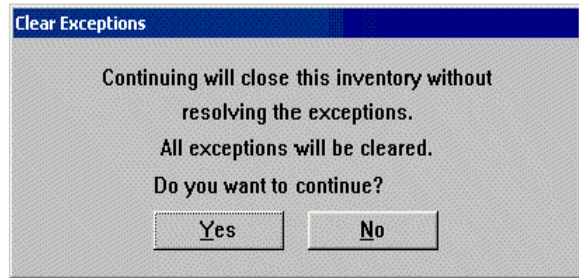
☐ Generate reconciliation report

STEP 3:

- Inv User Id:** The DPAS User Id is displayed but can be changed. This is the User Id of the person who performed the inventory. For RF users, this **must** be a valid DPAS User Id.
- Last Inv Dt:** This defaults to the current system date, but can be changed.
- Next Inv Due Dt:** This date is when your next inventory date is due.
- Mark Shortages as suspected loss:** Check this box if you want to mark all of your shortages as a suspected loss.
- Generate reconciliation report:** Check this box if you want to generate a reconciliation report.

If you close an inventory that has an Inv Prc Cd of **OU** (Open Unreconciled), you will receive the following message:

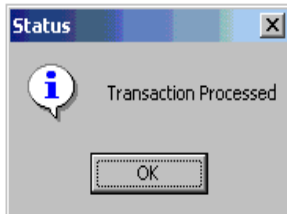
- Click **Yes** if you wish to close the inventory without resolving any exceptions you may have on the inventory. If you click **Yes**, you will receive the Transaction Processed dialog box.
- Click **No** if you wish to close the inventory and you want to clear all the exceptions you may have on the inventory. If you click **No**, you will be returned to the Close Inventory process.




Clear Exceptions

Continuing will close this inventory without resolving the exceptions.
All exceptions will be cleared.

Do you want to continue?



Status

 Transaction Processed

STEP 4:

- Click **OK**.

Once an inventory has been closed, the following updates will occur on the Serial, Component and Bulk Hand Receipt Tables Inventory tab, as applicable (see the End Item Serial, End Item Component, and End Item Bulk Inquiries):

- ❶ Transaction Inv User Id is moved to Inv User Id and Rcl Inv User Id
- ❷ Transaction Last Inv Dt is moved to the Last Inv Dt and Rcl Last Inv Dt. Also, moved to to the Hand Receipt Holder Table's Last Inv Dt.
- ❸ Transaction Inv List Nbr is moved to the Cause Lst Rcl Dt Chg and Cause of Last Inv Dt Chg. It is removed from the Inv List Nbr field.
- ❹ A 'O' is moved to the Inv Input Type and Rcl Inv Input Type.
- ❺ Transaction UIC is moved to Inv UIC.
- ❻ Transaction HRH Nbr is moved to Inv HRH Nbr.

End Item Serial Inquiry

Basic Catalog/Mfr IT/Excess Inventory Accounting Deprn

Bar Cd: 000001 Stock Nbr: 2320010907891
Serial Nbr: 109-TR-001 Nomen: TRK CGO 1/2T 6000

INVENTORY RECONCILIATION DATA

Rcl Inv User Id: INSTR01	Inv User Id: INSTR01
Rcl Last Inv Dt: 20030331	Last Inv Dt: 20030331
Cause of Last Rcl Dt Chg: 03058W0U6AA0001	Cause of Last Inv Dt Chg: 03058W0U6AA0001
Rcl Inv Input Type: 0	Inv Input Type: 0
UIC: W0U6AA	Inv UIC: W0U6AA
HRH Nbr: W0U6C8	Inv HRH Nbr: W0U6C8
Loc: BLDG 111	Inv Loc: BLDG 111

Record 2 of 21 Previous Next New Inquiry Exit



NOTE:

For bulk items only, the record Qty is moved to the Inv Qty.

The following updates will occur on the Hand Receipt Table (See Maj/Sub Hand Receipt Holder Inquiry). There are no updates for Cyclic or Location type inventories.

Manage Inventories Inquiry

Inv List Nbr: 04049W0L6AA0003

Actbl UIC: W0L6AA	UIC: W0L6AA
Inv Type Cd: HR	Inv Process Cd: CM
HRH Nbr: 01000	Loc:
Sched Cmpltn Dt: 20040303	Inv Closed Dt: 20040331
Inv Creatn Level: H	Inv Modfctn Cd:
Rpt HRH Sub Ctl Cd:	Prop Type Cd:
LIN:	LIN To:
Rpt Msg: 11111	

Record 1 of 105 Previous Next New Inquiry Exit

- ❶ A 'CM' is moved to the Inv Process Cd on the Inventory Table.

- ❷ System Date is moved to the Inv Closed Dt.

Generating An Authorization Inventory

INTRODUCTION

In this process, we will generate inventory by Authorization. This inventory is designed to physically account for assets authorized by an authorization document to verify items on hand. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Authorizations

PREREQUISITES

None

APPLICATION

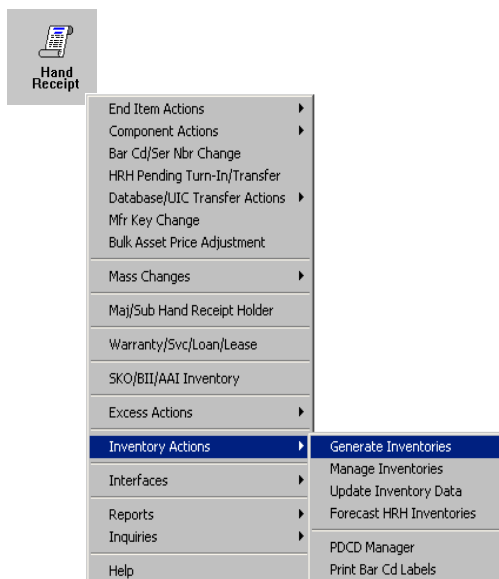
Generate an inventory by Authorizations. In this inventory you will have the option of selecting a LIN or a LIN Range.

ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

- Select **Authorizations**.

Actions Group Box:

- If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- If you want to include a Report Message, check this box.
- Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- Click **OK**.

STEP 2:

Report Annexes Group Box:

- If desired, select a report annex report.

Report Type	
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAI.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAI.

Options Group Box:

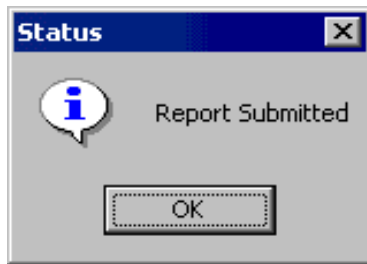
- b. If desired, select an option.

Option Type	
Overage/Shortage Only	The Authorization Hand Receipt Report automatically generates an Overage/Shortage Annex (UIC/DPTD223R, HRH/DPTD224R) as part of the basic hand receipt report. If the user desires the Overage/Shortage only, then this box is checked.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
LIN Range	This check box will allow the specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.

Type Group Box:


- c. Click on the drop down list box to display the Property Type Codes. DPAS defaults to **A-All Types of Property**. Refer to **Adding Authorizations** for a description of the Property Type codes.
- d. **HRH Nbr:** Enter the hand receipt holder; and if desired, enter the sub HRH for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr. If you desire the inventory by UIC, leave the HRH Nbr blank.
- e. **LIN:** If you want a listing of a specific LIN for your HRH Nbr, enter that LIN. If you selected LIN Range in the Options group box, you will be prompted to enter the beginning LIN and the ending LIN.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



i. Click **OK**.

You are returned to the Generate Inventories screen.

j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

k. Once you have selected your inventory report, click the **Print** button.

l. Your Windows Print dialog box is displayed and you can print your report.

m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Sensitive Items Inventory

INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

PREREQUISITES

None

APPLICATION

Generate a sensitive item inventory.

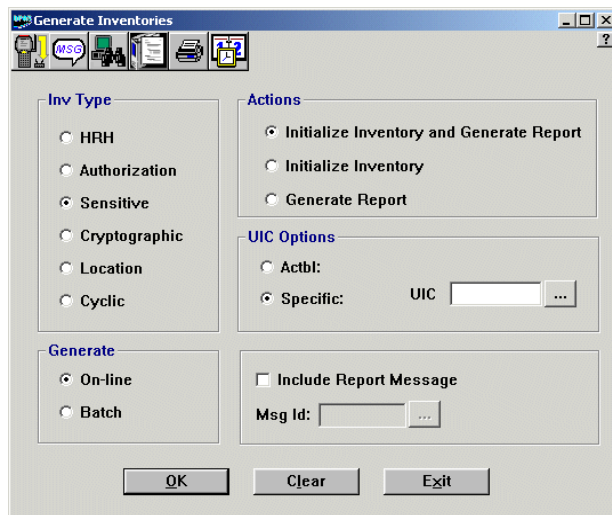
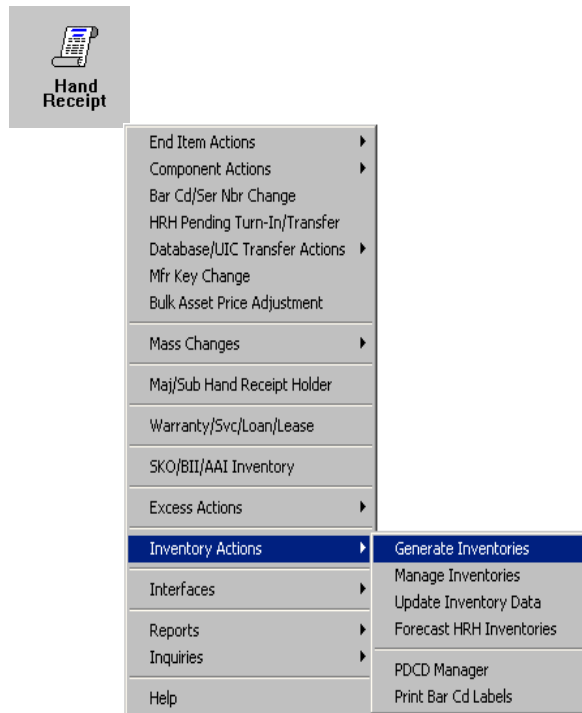
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

- a. Select **Sensitive**.

Actions Group Box:

- b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence Group Box:** Select how you want your report sorted. This will not be available if you only initialized the inventory.
- b. **Type Group Box:** Select the type of sensitive item inventory you wish to perform.

Type	
Both	Includes all items classified as sensitive in nature.
Weapons and Ammunition	Only weapons and ammunition.
Other Than Weapons and Ammunition	Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc.
Include Pilferables	You can also include items that are deemed pilferable.

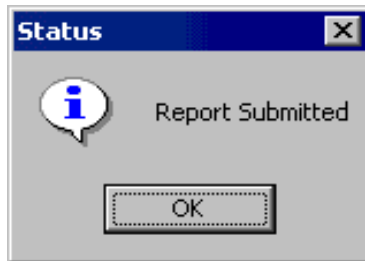
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- e. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- f. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.


- g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- i. Click **Submit**.

The following dialog box is displayed:



- j. Click **OK**.

You are returned to the Generate Inventories screen.

- k. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

- l. Once you have selected your inventory report, click the **Print** button.
- m. Your Windows Print dialog box is displayed and you can print your report.
- n. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Cryptographic Items Inventory

INTRODUCTION

In this process we will generate a Cryptographic Item inventory. Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

PREREQUISITES

None

APPLICATION

Generate a Cryptographic Item inventory.

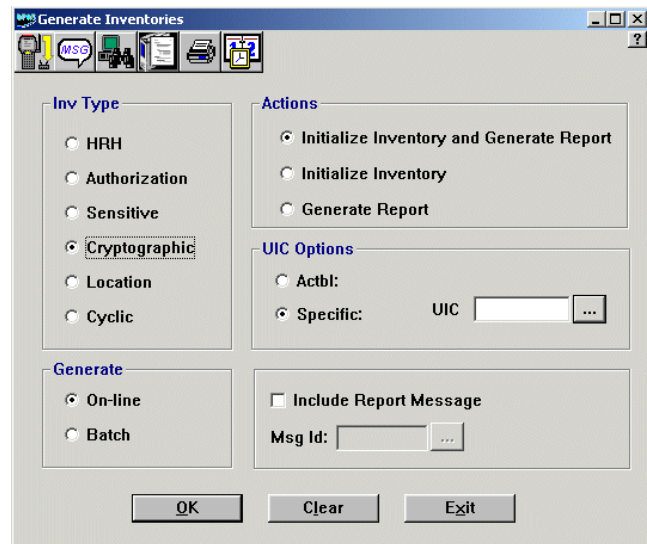
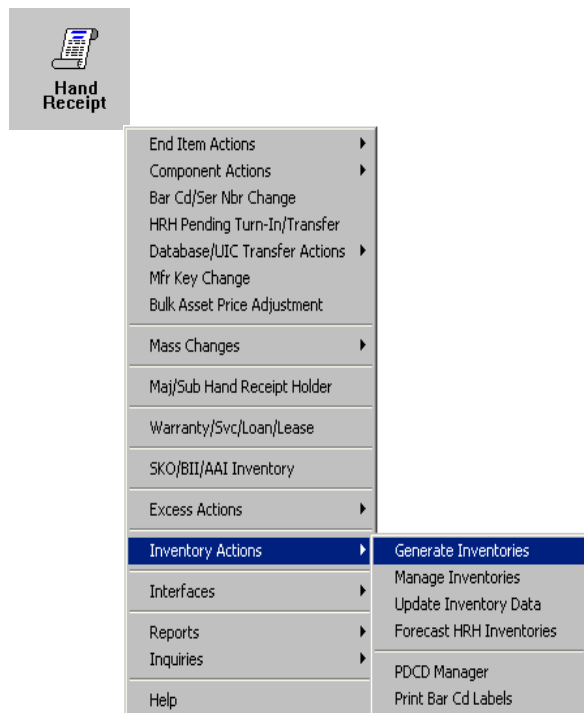
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

- a. Select **Cryptographic**.

Actions Group Box:

- b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

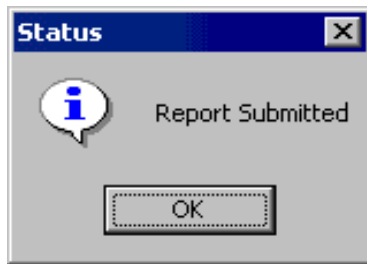
STEP 2:

- a. **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.


- d. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- e. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



i. Click **OK**.

You are returned to the Generate Inventories screen.

j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

k. Once you have selected your inventory report, click the **Print** button.

l. Your Windows Print dialog box is displayed and you can print your report.

m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Creating A New Location

MODULE: Utilities

INTRODUCTION

This process is used to build and standardize the different inventory locations for your assets. This process is used for both manual and automated inventories.

When designing your location format, take into consideration that if you are using Portable Data Collection Devices (PDCDs), not all special characters are available for input on the PDCD (e.g., there is no # on the Symbol scanner). If you created location labels that you would scan, you would have no problem but if the labels were not printed, there is no way for you to key that value into the PDCD.

OBJECTIVES

The student should be able to create new locations.

PREREQUISITES

None

APPLICATION

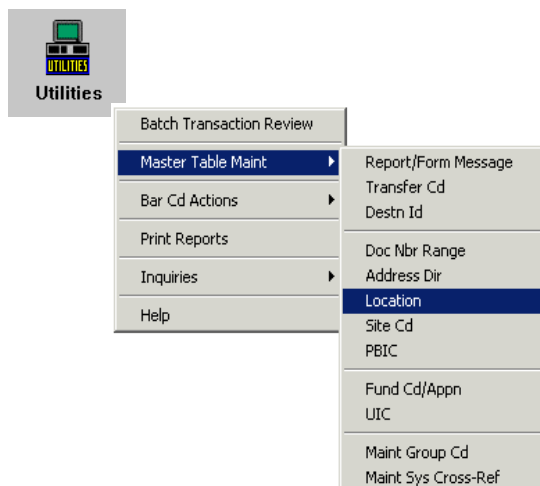
Add new locations


ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Location** from the program list.





The 'Key Data' dialog box has a title bar with 'Key Data' and standard window controls. It contains two input fields: 'UIC:' with a text box and a browse button (...), and 'Loc:' with a text box and a browse button (...). At the bottom are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Loc:** Enter a new location.
- c. Click **OK**.

STEP 2:

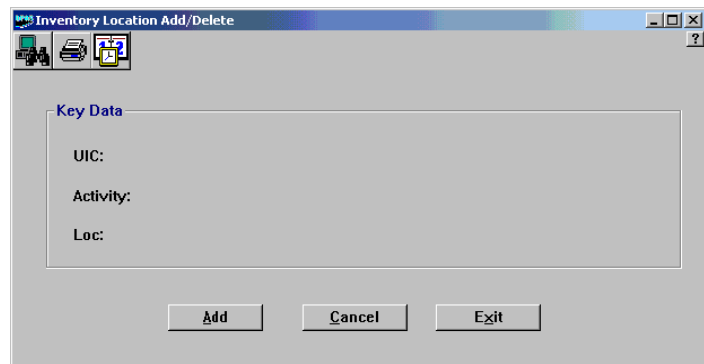
- a. Review the information that is displayed.
- b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



The 'Inventory Location Add/Delete' dialog box has a title bar with the same text and standard window controls. It contains a 'Key Data' section with three labels: 'UIC:', 'Activity:', and 'Loc:'. At the bottom are three buttons: 'Add', 'Cancel', and 'Exit'.

Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

1. Enter or browse for the **UIC**.
2. Enter or browse for the location you are deleting.
3. Click **OK**.
4. Click **Delete**.

Generating A Location Inventory

INTRODUCTION

In this process, we will generate an inventory by Location (Loc). This inventory determines and verifies the record location data and condition of material assets. It allows for correcting records and determining the cause of discrepancies. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Location (Loc) inventory.

PREREQUISITES

None

APPLICATION

Generate an inventory by Location.

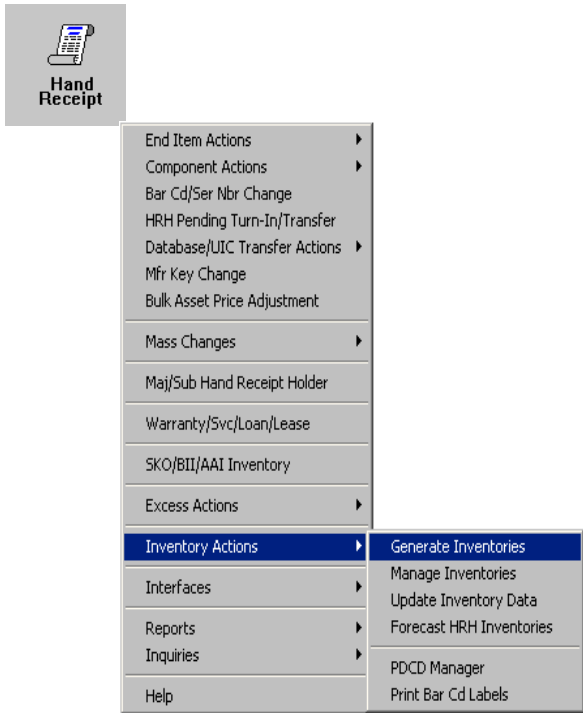
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



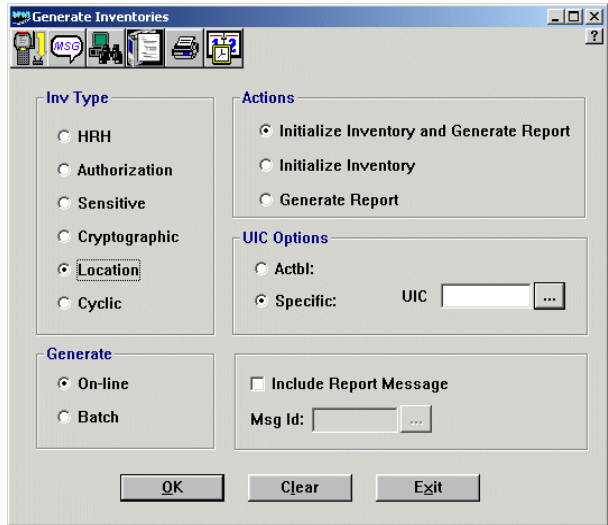
STEP 1:

Inv Type Group Box:

a. Select **Location**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.



UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

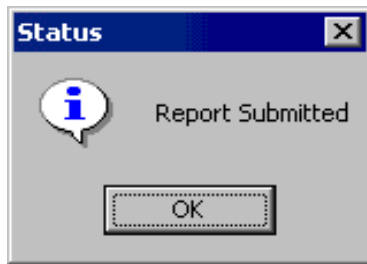
STEP 2:

- a. **Sort Sequence:** Select the desired sort sequence. If you only initialized the inventory, the sort sequence will not be available.
- b. **Indvl Inventory by:** Select the desired individual inventory.

Individual Inventory By	
Actbl/Location	This option will generate an inventory for the entire Accountable UIC for assets in the specified location. This option is only available when the Accountable UIC option was selected on previous window.
UIC/Location	This option will generate an inventory for a specific UIC for assets in the specified location.
UIC/HRH/Location	The option will generate an inventory for a specific UIC and HRH Nbr for assets in the specified location.
UIC/HRH/HRH Subs/Location	This option will generate an inventory for a specific UIC/HRH Nbr and each sub HRH for asset in the specified location.


- c. **Loc:** Enter or browse for the appropriate location. The location can be "wildcarded" (e.g., *401 would bring up locations that ended with 401).
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.

The following dialog box is displayed:



f. Click **OK**.

You are returned to the Generate Inventories screen.

g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

h. Once you have selected your inventory report, click the **Print** button.

i. Your Windows Print dialog box is displayed and you can print your report.

j. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Cyclic Inventory Data Update

MODULE: Utilities

INTRODUCTION

If your Activity requires cyclic inventories, you will need to update your UIC information update cyclic inventories. If you are updating the information, you may change how you run your cyclic inventory - either by HRH or by Location. You may also designate the cyclic inventory start date, months in the inventory period, the number of cyclic inventories in a particular inventory period, and how many inventories that have already been completed. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to set up their UIC to generate a cyclic inventory.

PREREQUISITES

None

APPLICATION

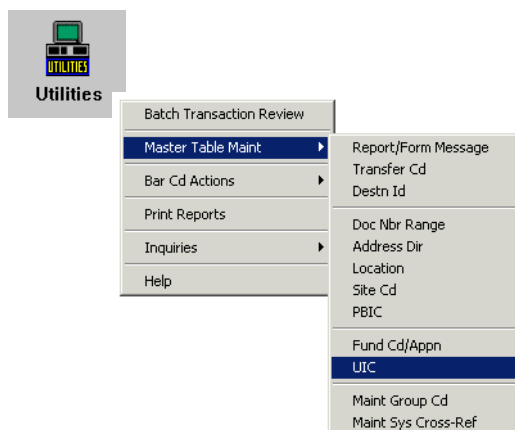
Change UIC information to generate a cyclic inventory.

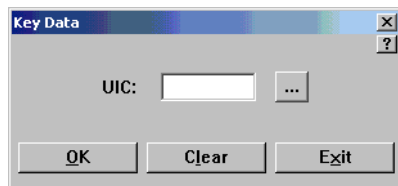
ACTIVITY

Instructor-led lecture with Student Hand-on.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.





Key Data dialog box. It contains a label 'UIC:' followed by a text input field and a browse button (...). At the bottom are three buttons: 'OK', 'Clear', and 'Exit'.

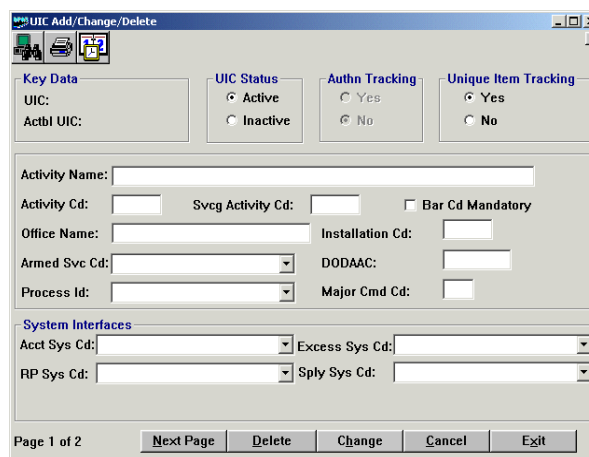
STEP 1:

- UIC:** Enter or browse for the UIC you will be changing.
- Click **OK**.

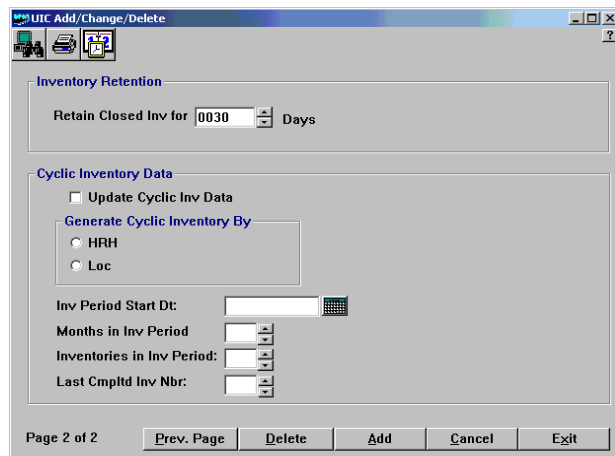
STEP 2:

Once you enter the UIC for which you are updating the inventory retention, UIC information will be displayed on the UIC screen. The cyclic inventory information is on the second screen.

- Click **Next Page**.



UIC Add/Change/Delete dialog box, Page 1 of 2. It contains several sections: 'Key Data' with 'UIC:' and 'Actbl UIC:' fields; 'UIC Status' with 'Active' and 'Inactive' radio buttons; 'Authn Tracking' with 'Yes' and 'No' radio buttons; 'Unique Item Tracking' with 'Yes' and 'No' radio buttons; 'Activity Name:' field; 'Activity Cd:' and 'Svcg Activity Cd:' fields; 'Office Name:' field; 'Installation Cd:' field; 'Armed Svc Cd:' dropdown; 'DODAAC:' field; 'Process Id:' dropdown; 'Major Cmd Cd:' field; 'System Interfaces' section with 'Acct Sys Cd:', 'RP Sys Cd:', 'Excess Sys Cd:', and 'Sply Sys Cd:' dropdowns. At the bottom are buttons: 'Next Page', 'Delete', 'Change', 'Cancel', and 'Exit'.



UIC Add/Change/Delete dialog box, Page 2 of 2. It contains two main sections: 'Inventory Retention' with 'Retain Closed Inv for' field set to '0030' and 'Days'; and 'Cyclic Inventory Data' with 'Update Cyclic Inv Data' checkbox, 'Generate Cyclic Inventory By' section with 'HRH' and 'Loc' radio buttons, 'Inv Period Start Dt:' field with a calendar icon, 'Months in Inv Period' spinner, 'Inventories in Inv Period' spinner, and 'Last Cmpltd Inv Nbr' spinner. At the bottom are buttons: 'Prev. Page', 'Delete', 'Add', 'Cancel', and 'Exit'.

STEP 3:

- Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.
- Generate Cyclic Inventory By:** If you are updating the information, you can change how to run your cyclic inventory -- either by HRH or by location.
- Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years). So it can be either the current date or 3 years in the past.
- Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.
- Inventories in Inv Period:** This is the number of inventories in a particular inventory period. You will have to figure the math to enter in this number. For example, if you would like to do 4 inventories over 36 months, you would enter 4 inventories.
- Last Cmpltd Inv Nbr:** This is how many inventories that have already been completed. This is mostly used if you have completed some of your inventories and you switch to a cyclic inventory in the middle of the inventory process. This number can be changed at any time.
- Click **Add**.

The Transaction Processed dialog box will be displayed.

h. Click **OK**.

You will be returned to the Key Data screen.

i. Click **Exit**.

Generating A Cyclic Inventory

INTRODUCTION

In this process, we will generate a Cyclic inventory. A cyclic inventory is the physical count of some selected assets of a property account during a prescribed period (e.g., monthly, quarterly, or semiannually). This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Cyclic inventory.

PREREQUISITES

Establish how the UIC is going to conduct cyclic inventories.

APPLICATION

Generate a Cyclic inventory.

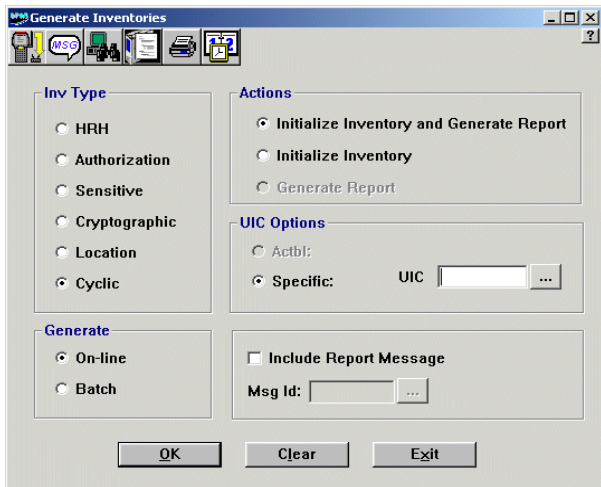
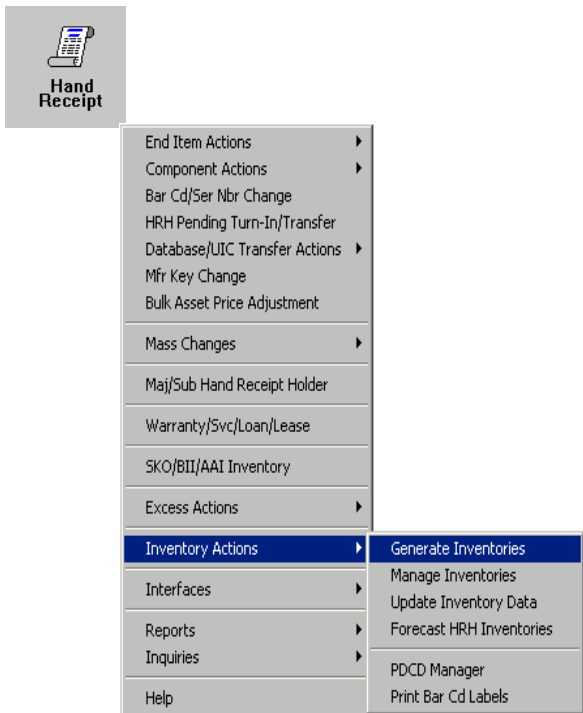
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

- Select **Cyclic**.

Actions Group Box:

- If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- Actbl UIC:** This field is not accessible for a cyclic inventory.
- Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

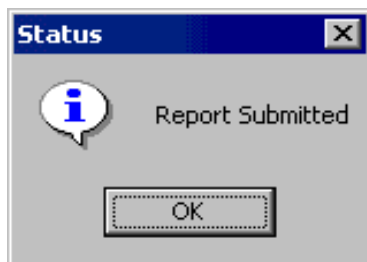
Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:


- a. **Sort Sequence:** Select how you want your report sorted. If your UIC is set up for cyclic inventories by **HRH**, then Serial/Lot will not be available. If your UIC is set up for cyclic inventories by **Location**, then LIN is not available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** if you want a separate report of your sub-hand receipts. If you only initialized the inventory, the report annex will not be available.
- c. **Expanded Report Option:** Check this box if you want the expanded report. If you only initialized the inventory, this option will not be available.
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.

The following dialog box is displayed:

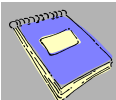


- f. Click **OK**.

You are returned to the Generate Inventories screen.

- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
General PP&E to include: <ul style="list-style-type: none"> - Office equipment (desks, chairs, safes, drafting tables, cash registers, engravers) - Industrial Plant Equipment - Vehicles - Material Handling Equipment (cranes, hoists, pallet jacks, forklifts, straddle truck) - Automated Data Processing (ADP) Equipment (desktop computers, printers, routers, laptop computers) - Government Furnished Equipment (GFE) - Training devices - Meteorological equipment - Railway equipment (locomotives, cars, cranes) - Machine tools (lathes, grinders, cutters, milling) - Electronic test equipment (Analyzers, meters, chargers) - Appliances (washer, dryer, refrigerator, freezers, washing machines) - Recreational boats and trailers - Construction equipment (Welding machines, earthmoving, elevators/conveyors, crushers, paving equipment, generators) - Firefighting equipment - Gym equipment - Public address systems - Photographic equipment - Communication equipment 	Cyclic	<p>Cyclic inventories are a way to divide all assets into manageable segments that can be inventoried at periodic intervals such that all assets are inventoried within the required timeframe. This balances the number of assets to be counted at any one time with the availability of resources and time necessary to complete the physical inventory.</p> <p>When choosing this method, a PPM must consider the following:</p> <p>*Organizational Method: location or custodian</p> <p>*Length of Inventory Period: 36 months.</p> <p>*Number of Inventories in the inventory period: This should be calculated based on available resources. DPAS default is 36 months but this can be changed by the Navy DPAS Support Team at the request of the PPM.</p>
General PP&E	Wall-to-Wall	A <u>scheduled</u> inventory of all items, as of a given date for a specific UIC, Hand Receipt Holder, or Location.
General PP&E Or Sensitive/Pilferable/Cryptographic Sensitive items: <ul style="list-style-type: none"> - Firearms, - Ammunition and explosives, - Items that are drug or other controlled substances, - Precious metals Pilferable items: <ul style="list-style-type: none"> - Hand tools and shop equipment - Individual clothing and equipment - Office machines - Photographic equipment - Communications/electronic equipment - Vehicular equipment and parts Cryptographic items: <ul style="list-style-type: none"> - Typically classified equipment (not maintained in DPAS for DON) 	Special	A <u>scheduled</u> physical inventory of selected items for reasons deemed appropriate by the agency.

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
General PP&E	Spot	<p>An <u>unscheduled</u> physical inventory usually conducted at random to determine record accuracy.</p> <p>NOTE: ALL of the assets in a chosen Location or HRH / Sub-HRH custody must be inventoried.</p>
Sensitive/Pilferable/Cryptographic	Selected Item	<p>An <u>unscheduled</u> physical inventory of specially targeted items.</p> <p>If a Sensitive inventory is scheduled ALL Sensitive (including Pilferable) items belonging to a selected HRH / Sub-HRH would be inventoried. Targeting specific types of assets (e.g., laptop computers) is not permitted.</p>

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